

Hello to all MMSA members!

We have exciting news regarding the mmsa.online website. Starting immediately, there is going to be a change in how the Bulletin Board function works. Over the past 1.5 years we have been working on an entirely new portion of the website that will make creating and responding to posts so much easier. That change is called vBulletin.

### **What is vBulletin?**

*vBulletin is a new website that will replace the functionality of the current bulletin board on the mmsa.online site. It is a forum, where users must make an account, and then are permitted to freely interact with other users.*

### **What was wrong with the old Bulletin Board?**

*If you ever used the old bulletin board, we're sure you experienced some of its more vexing qualities. Each user post had to be individually screened and edited by site administrators, and once it was posted, it could not be edited or deleted by anyone but site administrators. The Bulletin Board was also poorly organized and didn't allow interpersonal interaction between users.*

This is the biggest change to the MMSA site since its launch, and we want to provide some guidance so your first experience with vBulletin is a good one.

Please read the below document for the basics on how to register and use this new addition to the mmsa.online site.

If you have further questions after reading this document, please contact us directly, and we will try our best to help out.

- Kristen Braun | Communications Rep Sr | braunk36@myumanitoba.ca
- Juan Mohadeb | Communications Rep Jr | mohadebj@myumanitoba.ca

# How to find vBulletin

Go to [mmsa.online](http://mmsa.online), and click on “Bulletin Board”

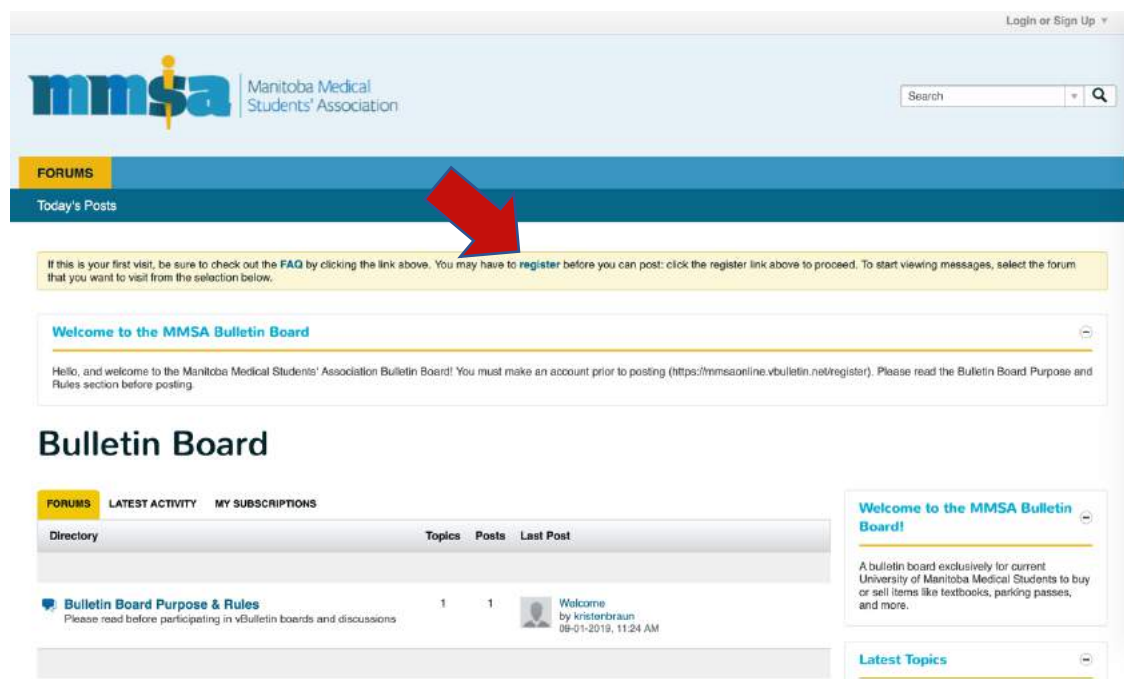


This option used to take you to the old bulletin listing, but has now been rerouted to link directly to vBulletin (<https://mmsaonline.vbulletin.net/>).

The old Bulletin Board can still be found here (<https://mmsa.online/bulletin-board/>), however it will no longer be updated once vBulletin launches.

## How to Register

On your first visit to vBulletin, you will see a yellow banner that prompts you to register. Click on the word 'register'



Current as of Sept 27, 2019

This will bring you to the registration page. When filling it out, please use your **first and last name, as one word in lowercase as the User Name**. This is so that we are able to more easily verify your account. For example, if your name was Jane Doe, your User Name would be janedoe.

Additionally, please enter your true year of graduation, failure to do so may result in your account being suspended.

**Register**

Start your sign up process here!

**User Name**

We request that you use your first and last name as your user name to aid in the account approval process.


**Password**

**Confirm Password**

**Email**

**Confirm Email**

**Verification**

☐ I'm not a robot 

**ADDITIONAL REQUIRED INFO**

**Year of Graduation**

As a member of MMISA, please supply the year of your graduation.

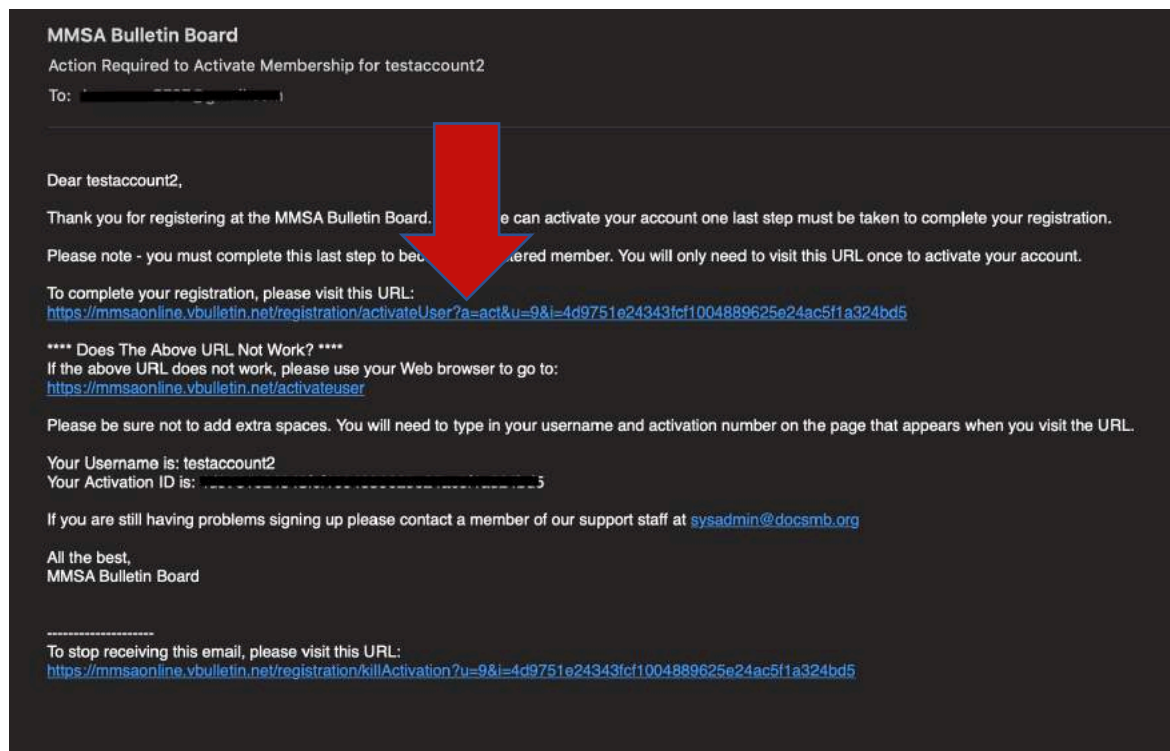
☐ I have read and agreed to the site's [terms and rules](#).

**Complete Signup**

After clicking 'complete signup', you should get this pop up.

The screenshot shows the 'Register' page of the MMSA Bulletin Board. The page has a dark grey background with white text. The registration form includes fields for User Name, Password, Confirm Password, Email, Confirm Email, and Verification (a CAPTCHA). Below the form is a section for 'ADDITIONAL REQUIRED INFO' with a 'Year of Graduation' dropdown menu. A checkbox at the bottom indicates agreement to the site's terms and rules. A red 'Complete Signup' button is located at the bottom right. A white 'Registration' pop-up dialog is centered over the form, containing the following text: 'Thank you for registering, testaccount2. An email has been dispatched to [redacted] with details on how to activate your account. Click [here](#) to return to where you were previously. You will receive an email in your inbox. You MUST follow the link in that email before you can post on these forums. Until you do that, you will be told that you do not have permission to post.' The dialog has an 'OK' button at the bottom right.

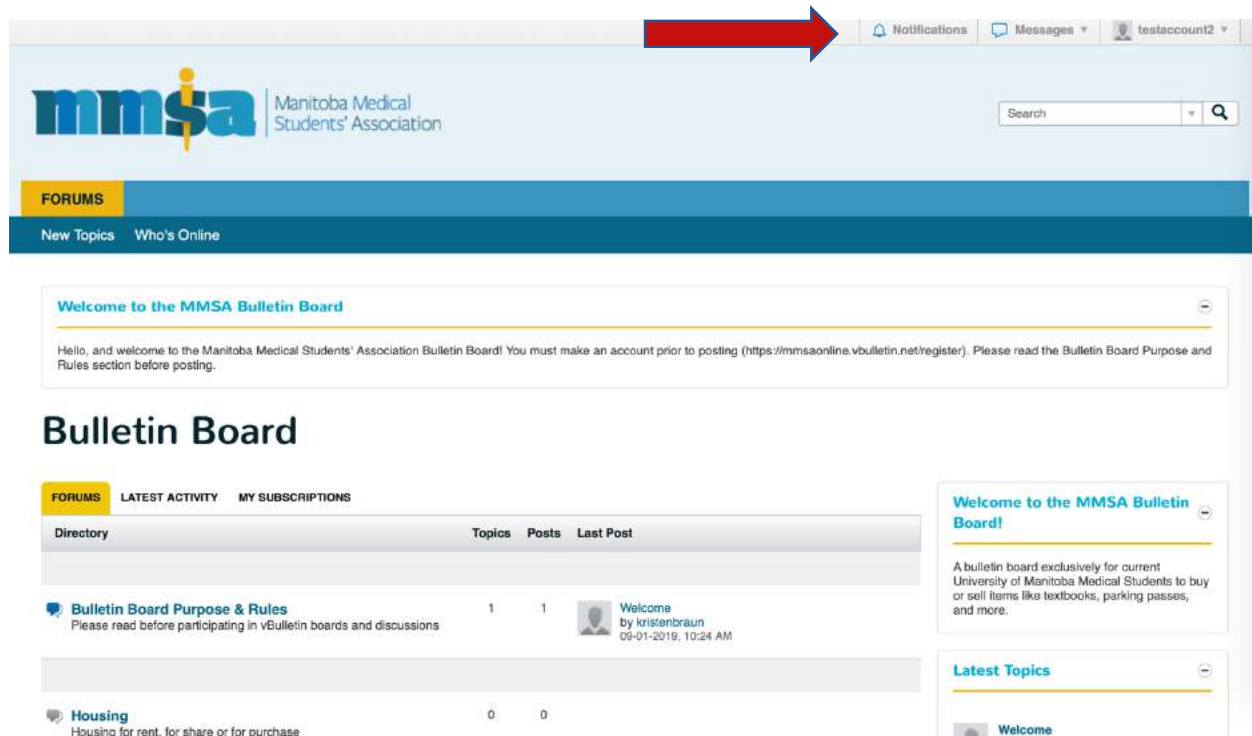
Shortly thereafter you should receive an email regarding your registration. In this email, there is a link that **you must click in order to verify your email** and submit your account for registration.



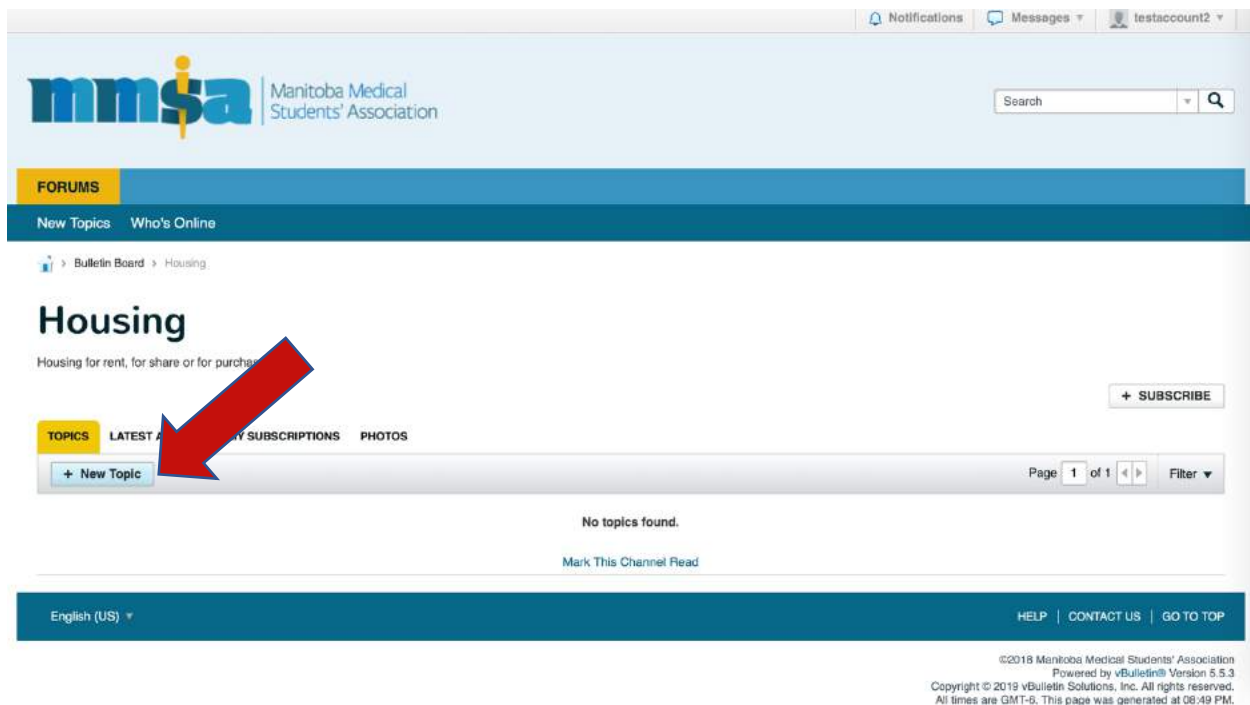
Even after clicking this link, you will not be fully registered, you must wait until your account is personally reviewed by the Comms Rep Sr or Jr. Please give this a minimum of a few business days, as each account must be reviewed manually. Until your account is approved, you will be unable to post or reply to posts on any forums.

Once your account is confirmed, you will see several new options when visiting [mmsaonline.vbulletin.net](https://mmsaonline.vbulletin.net)

Notice the new Notifications and Messages options along the top bar.



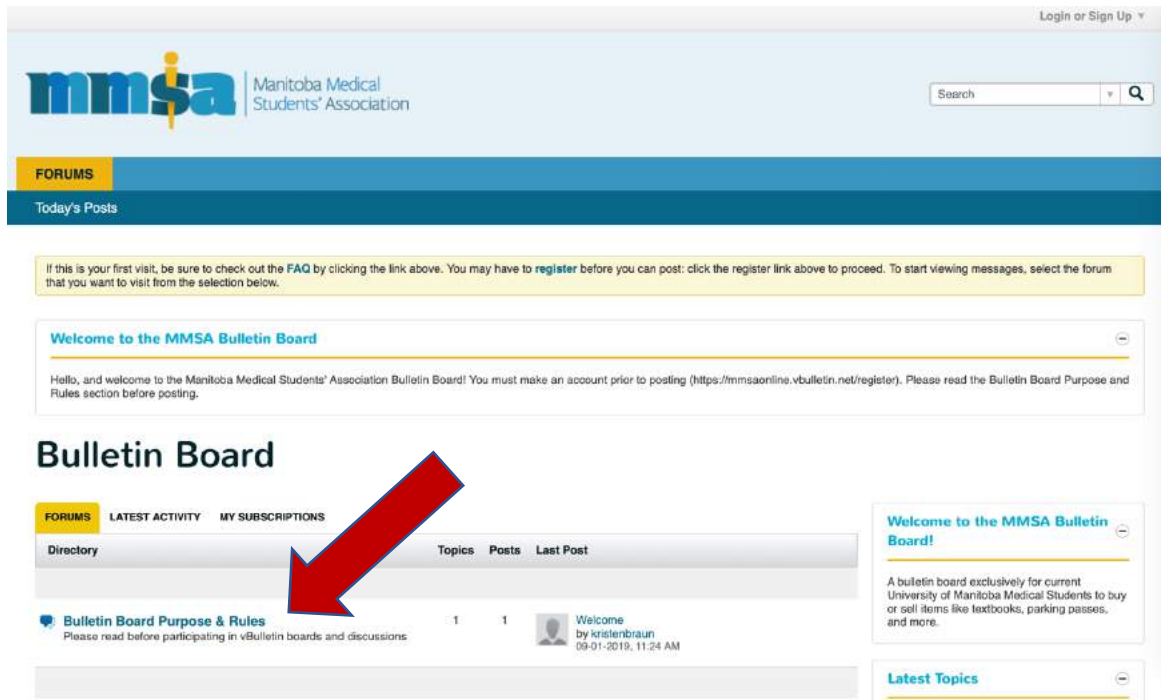
Additionally, when clicking on a forum you will see the option to post a “New Topic” which is how you create a bulletin post!



Congratulations, you now have a registered account for the MMSA's vBulletin site. You can now create, edit, and delete your own posts without interference from the administrators (barring inappropriate behaviour). Continue reading this guide to learn how to use your account to its fullest extent.

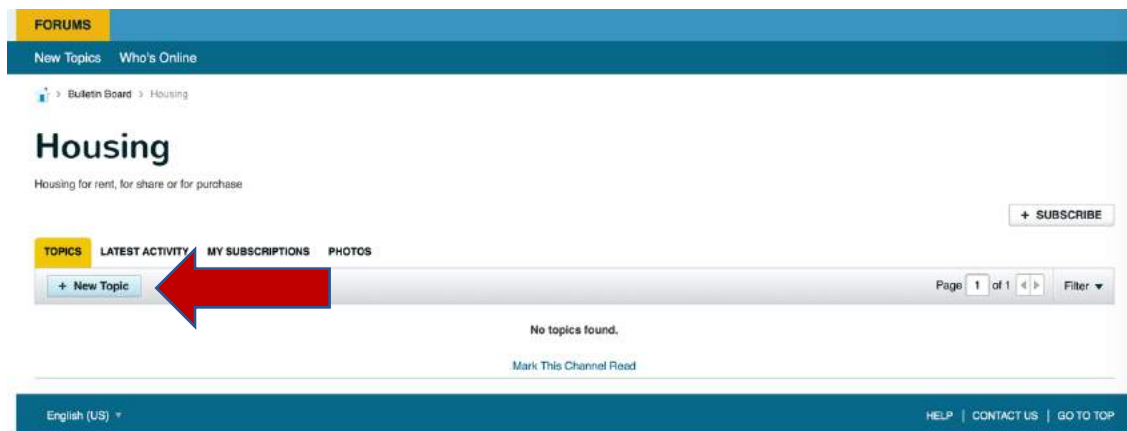
# How to Post

Please read the site rules prior to posting. These can be found under the “Bulletin Board Purpose & Rules” forum.

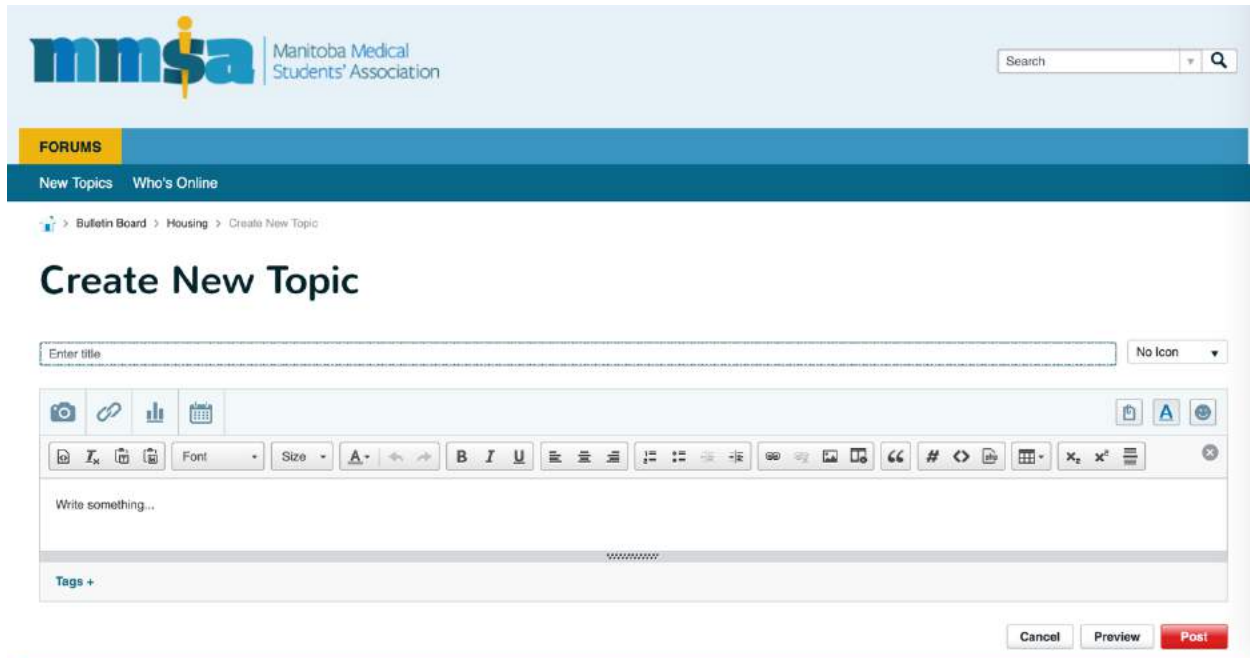


In order to post, you must first choose an appropriate forum. At the time of writing, the forum options include “Housing”, “Parking passes”, “Text Books” and “Volunteer opportunities”. If there is a forum you feel should be added, please contact the Communications Rep Sr or Jr.

Once you have selected a forum, you will see this page. Click on “New Topic” to create a post for your parking pass/housing ad etc.



After clicking “New topic” you will be brought to this page



The screenshot shows the mmsa forum interface. At the top is the mmsa logo and the text "Manitoba Medical Students' Association". A search bar is located in the top right. Below the logo is a blue navigation bar with "FORUMS" highlighted. Underneath, there are links for "New Topics" and "Who's Online". A breadcrumb trail reads: "Bulletin Board > Housing > Create New Topic". The main heading is "Create New Topic". Below this is a form with a title input field labeled "Enter title" and a "No Icon" dropdown. The form includes a rich text editor with various icons for text formatting (bold, italic, underline, font color, background color, text color, text size, text align, list, link, unlink, image, video, audio, code, quote, spoiler, table, table row, table column, table delete, table insert, table edit, table move, table copy, table paste, table delete, table insert, table edit, table move, table copy, table paste) and a "Write something..." text area. At the bottom of the form are "Cancel", "Preview", and "Post" buttons.

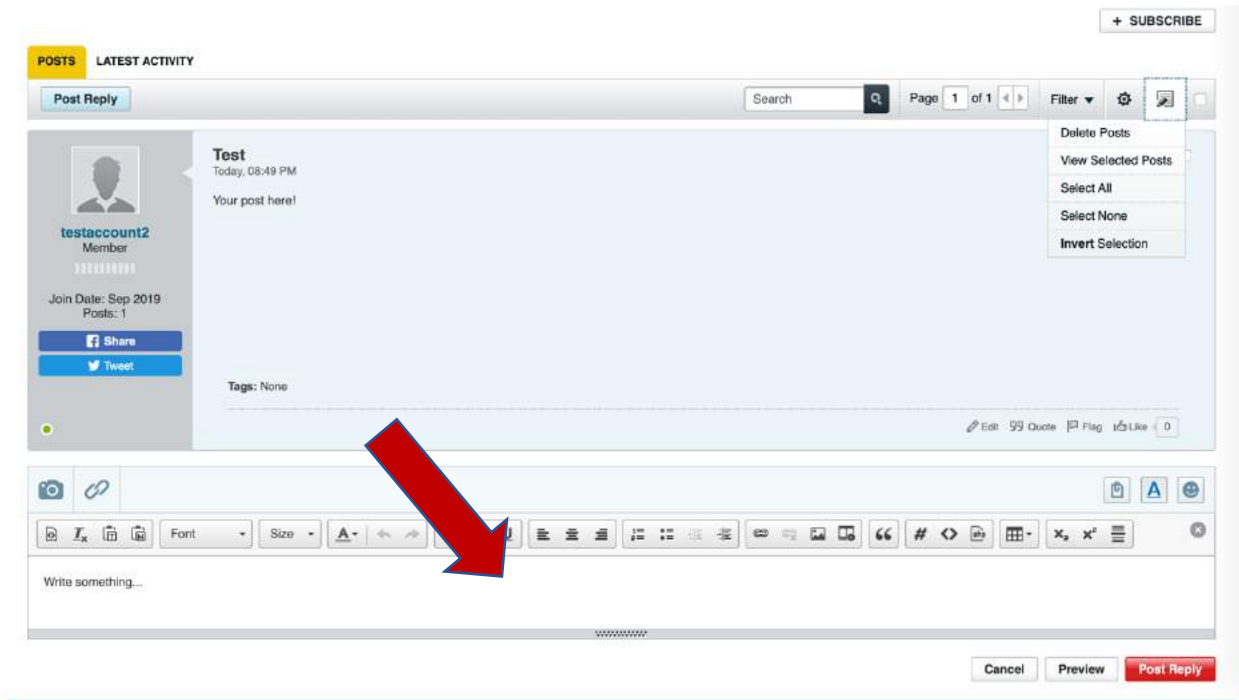
Enter your title and paragraph body as needed, and click “Post” in the bottom right corner. There are many ways for others to reply to your posts. You may opt to include your email and/or phone number in the body of the post if you prefer to receive replies that way. If not, users have the option to use vBulletin’s built-in direct messaging system, or they could simply reply to your post.

Please be sure to delete your post once it has served its purpose. See details under the ‘How to Delete or Edit a Post’



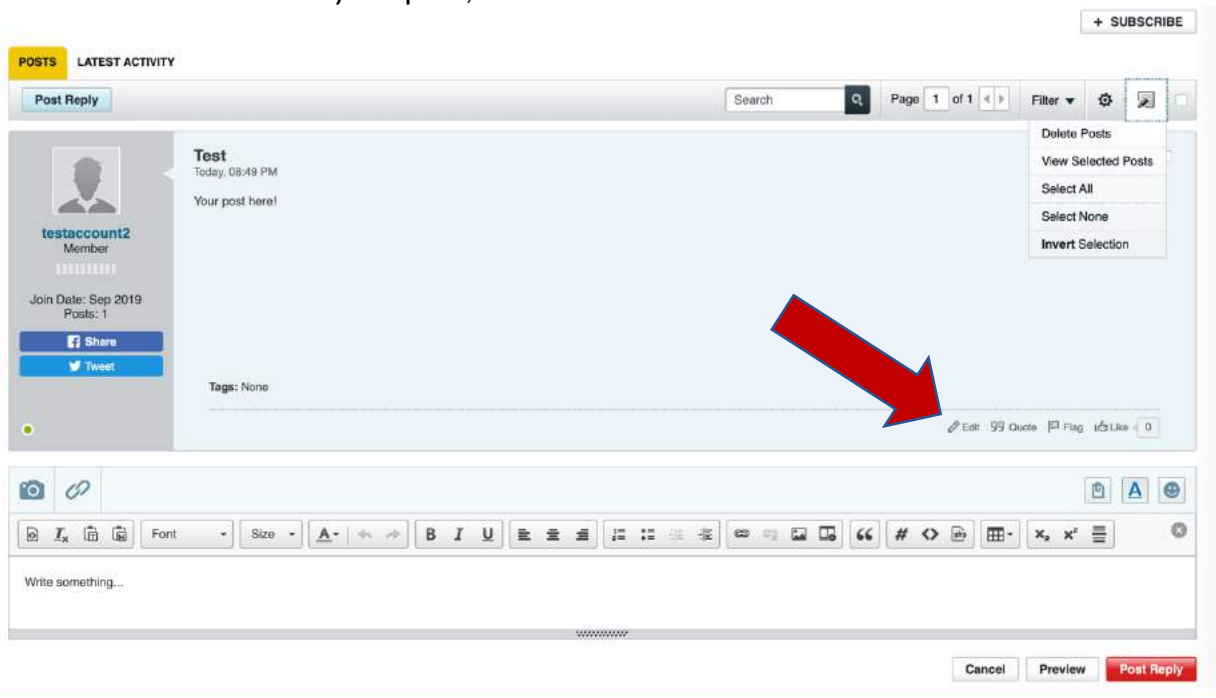
## How to Reply to a Post

In order to reply to a post, select a post in the forum that you wish to reply to. Under the body of the post, there is a textbox in which you can type your reply. Then click “Post Reply” in the bottom right hand corner of the screen.

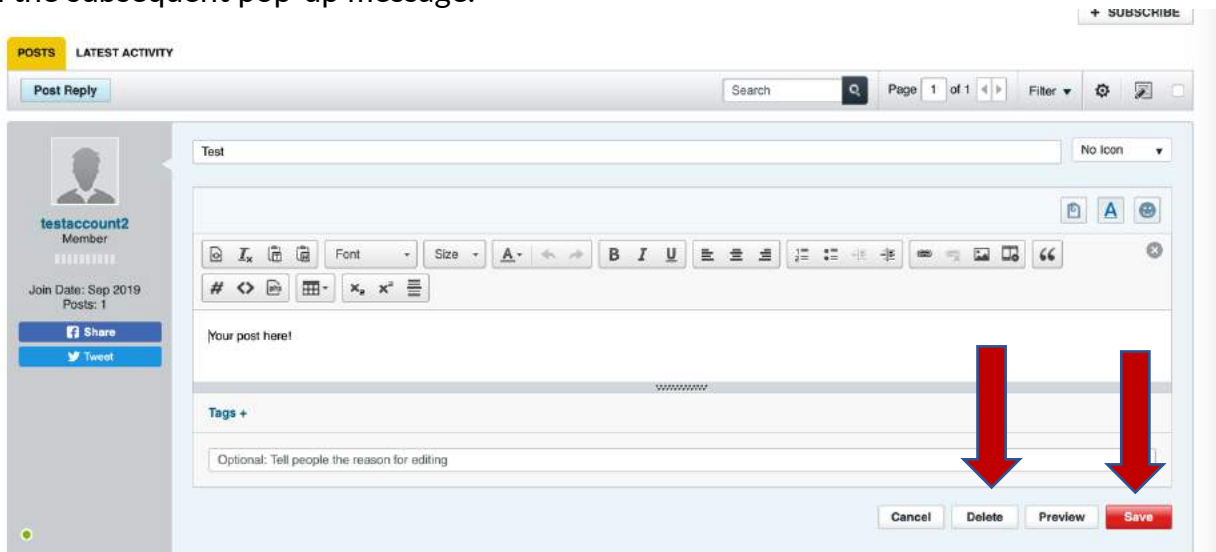


# How to edit/delete a post

In order to edit or delete your post, select “Edit”



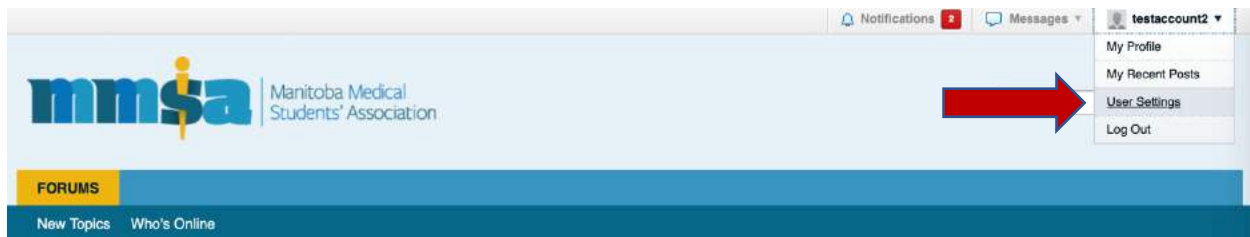
This will allow you to change the title or body of your post, or to delete it. To save your changes, select “Save”, or to delete your post click “Delete”, followed by “Delete Topic” in the subsequent pop-up message.



Of note, there are actually many different methods to delete a post on vBulletin, feel free to use whichever you find most convenient.

# How to get notifications/email updates

Email and notification settings can all be found under “User Settings”



In “User Settings” you can change what you are subscribed to, and if you wish to receive email notifications when someone interacts with your post. If you want notifications when someone interacts with your post, select “Subscribe when posting”. If you also want to receive email notifications when someone replies to your post choose Email Notifications: On.

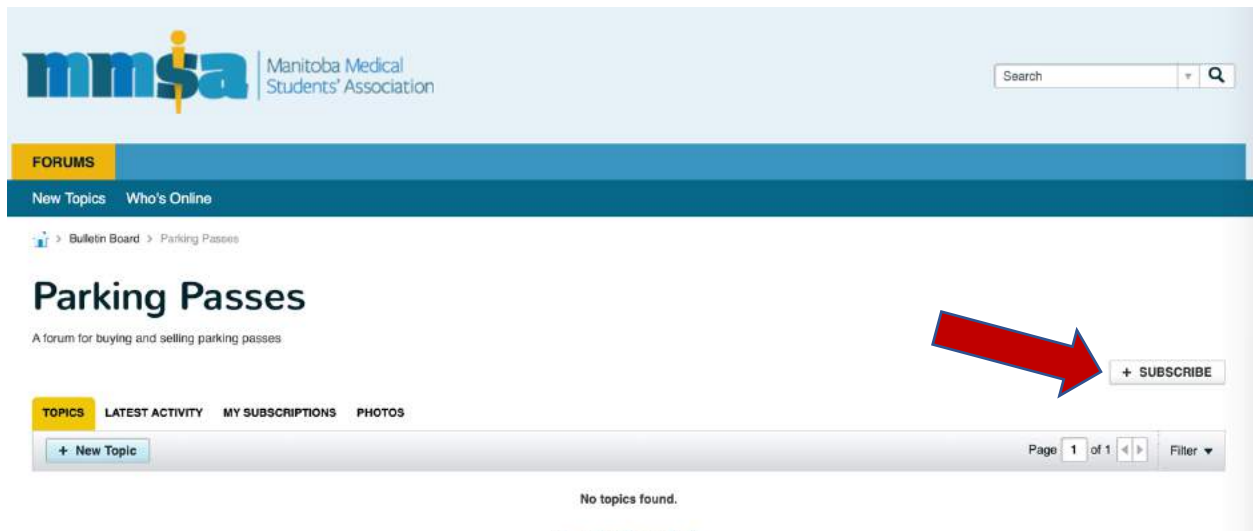
You can also opt to receive email notifications when another user sends you a private message.

## User Settings

A screenshot of the 'User Settings' page, specifically the 'NOTIFICATIONS' tab. The page has a 'Back to Profile' button and tabs for 'PROFILE', 'ACCOUNT', 'PRIVACY', and 'NOTIFICATIONS'. The 'NOTIFICATIONS' tab is active. The settings are organized into sections: 'Automatic Subscriptions' with a checkbox for 'Subscribe when posting'; 'Email Notifications' with a dropdown menu set to 'Off, through my Message Center only'; 'General' with checkboxes for 'Subscribes to you', 'Confirms a subscribe request', 'Posts on your visitor message board', 'Votes on your polls', 'Likes your post', 'Mentions you (@testaccount2) in a post', and 'Quotes you in a post'; 'Discussions' with checkboxes for 'Replies to your discussion (this also includes comments in your topics)' and 'Comments on your discussion'; and 'Private Message' with a checkbox for 'Receive Email Notification of new Private Messages'. There are 'Reset Fields' and 'Save Changes' buttons at the top right and bottom right of the settings area.

# How to Subscribe to a Forum

Do you want to be informed about all posts on a certain topic? For example, whenever someone puts a parking pass up for sale? Choose whichever forum you want to be subscribed to, and click “Subscribe”.



In order to receive emails when there's a new post, ensure you have Email Notifications turned on under your user settings as reviewed in the previous page.

We hope you find vBulletin useful! There are many more website features not covered in this guide for the sake of brevity. We encourage you to explore the site for yourself and contact the Comms Rep Sr or Jr if you have further questions.